

# **ANNEX B**

## **OPERATIONS**

### **DUTIES AND RESPONSIBILITIES:**

- Coordinates the jurisdiction's operations in support of the emergency response through implementation of the jurisdiction's action plan.
- Coordinates request for mutual aid.
- Implement the goals and objectives of the EOC Action Plan for each operational period.

#### **Fire and Rescue Branch**

Coordinates overall fire and rescue activities. May include fire suppression, fire inspections, support to medical response, and coordinating fire and rescue mutual aid. This system, like law enforcement, operates on a day-to-day basis, as well as during emergencies.

#### **Hazardous Materials Unit**

Coordinates hazardous materials response. This may involve material identification, remedial actions, disposal, containment, personal safety, and other response and recovery actions. Hazardous material mutual aid is coordinated through fire and rescue for incident first response.

#### **Law Enforcement Branch**

Coordinates overall law enforcement in support of response to the emergency. This may involve traffic control and other associated law enforcement duties including evacuation, perimeter control, access control, and obtaining and providing mutual aid. Law enforcement mutual aid operates on a day-to-day basis as well as during emergencies.

#### **Medical/Health Liaison**

Coordinates field-level medical response, hospital operations, and patient support and mutual aid requests.

#### **Coroner Liaison**

Coordinates with the County Medical Examiner/Coroner to ensure care for deceased victims.

#### **Care and Shelter**

Coordinates sheltering and feeding for displaced persons.

### **Construction and Engineering Branch**

Coordinates the damage assessment of public buildings and the management of the City's infrastructure.

### **Public Health**

The Santa Clara County Public Health Coordinator is the Health Officer who provides guidance for the conduct of Public Health Operations during disasters.

### **Utilities Unit**

Coordinates mutual aid, repairs to systems and supplements electric systems by shifting loads.

### **Communications Branch**

Ensure that information from the CAD is available to EOC decision-makers; maintains the EOC Log on the large screen display computer.

# **Generic Checklist**

## **(For All Positions)**

### **Activation Phase:**

- Check in with the Personnel Unit (in Logistics) upon arrival at the San Jose EOC.
- Report to Management Section Chief, Section Chief, Branch Coordinator, or other assigned Superior.
- Set up workstation and review your position responsibilities.
- Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure RIMS (Response Information Management System) is operational.

### **Demobilization Phase:**

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure he/she is thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

# Operations Section Chief

**\*\*\*\*Read This Entire Position Checklist Before Taking Action\*\*\*\***

## **Responsibilities:**

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the San Jose City EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).
6. Conduct periodic Operations briefings for the Management Section Chief as required or requested.
7. Overall supervision of the Operations Section.

## **Activation Phase:**

- Report to the EOC when directed.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
  - o Fire and Rescue
  - o Care and Shelter
  - o Communications
  - o Law Enforcement
  - o Construction and Engineering
- Determine need for Mutual Aid.

- Request additional personnel for the section as necessary for 24-hour operation.
- Obtain a current communications status briefing from the IT/Telecommunications Branch Coordinator in Logistics. Ensure that there are adequate equipment and frequencies available for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- Confer with the Management Section Chief to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Establish radio or cell-phone communications with Incident Commander(s) operating in City, and coordinate accordingly.
- Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

#### **Operational Phase:**

- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System format if available).
- Ensure that all media contacts are referred to the Public Information Branch.

- Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- Attend and participate in Management Section Chief's Action Planning meetings.
- Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the Management Section Chief on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the Management Section Chief and Planning/Intelligence Section.
- Brief Branch Coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

#### **Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## **FIRE AND RESCUE BRANCH**

This annex provides guidance for the Fire and Rescue liaison assigned to the City EOC.

### **OBJECTIVES**

The objectives of fire and rescue operations are:

- Mobilize and deploy fire fighting resources and coordinate fire suppression and rescue operations.
- Coordinate fire safety measures appropriate to mitigation of fire hazards.
- Coordinate containment and cleanup of hazardous material releases.
- Assist in alerting and warning of the general public.
- Assist the Law Enforcement personnel in perimeter and traffic control.
- Direct search and rescue operations.
- Coordinate heavy rescue operations with City of San Jose, private sector firms, County OES, and State OES.
- Provide fire protection in public shelters.
- Advise decision makers of the risks associated with hazardous materials, as well as the circumstances for using water, foams, dispersants, or fog for extinguishing, diluting, or neutralizing hazardous materials.
- Alert all emergency support services to the dangers associated with hazardous materials and fire.

### **CONCEPTS OF OPERATIONS**

This annex provides guidance to the San Jose Fire Department liaison assigned to the EOC during a disaster. Field units will employ the Incident Command System (ICS) in management of on-scene incidents.

Fire personnel will act as Incident Commander during any of the following:

- Fire Suppression Units
- Hazardous Material Incidents
- Medical Emergencies

- Multiple Casual Incident Events. See Countywide Multiple Casual Incident Plan for details.
- Terrorist Attacks. See Annex T for details.
- Urban Search and Rescue Operations
- Heavy Rescue Operations
- Airplane Crashes Off the Airport. The Fire Department will act as lead agency until the arrival of Federal agencies. The initial focus will be fire suppression, multiple casualty management and hazardous material evaluations and response. See Annex O for details.
- Radiological Incidents. The Fire Department will act as lead agency until the arrival of state or federal agencies. Most likely, response actions will be limited to identification of the radioactive material involved, assisting law enforcement in establishing perimeter control, and providing Radiological Monitoring personnel and equipment. See Annex R for details.

Generally, the Fire liaison assigned to the EOC is responsible for:

- Coordination of citywide fire suppression and rescue activities.
- Maintaining communications with field units and ICS command posts.
- Evaluation of status reports and prioritizing the commitment of fire suppression and rescue resources, hazardous materials resources and medical care resources.
- Evaluation of response capability and initiating requests for mutual aid.
- Coordination, acquisition, and delivery to the site of necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological or chemical environments.

The OES Coastal Region, Fire and Rescue Coordinator, who serves on the staff of the OES Coastal Region Manager during a STATE OF EMERGENCY or STATE OF WAR EMERGENCY, is responsible for coordination of dispatch of mutual aid resources within the Region.

## **FIRE DEPARTMENT POLICIES AND PROCEDURES**

- Requests for mutual aid will be submitted through established channels. (County of Santa Clara to Mutual Aid Regional Coordinator to State OES). Requests should include, at a minimum:
  - Reason for request
  - Number and type of resources needed
  - When needed
  - Location where resources are to report



- To whom resources report
- City Fire personnel will coordinate with City Police in non-disaster Search and Rescue operations.
- City Fire personnel will assist in evacuation and warning of the general public. Normally, evacuations will be ordered by the Police Chief, except in hazardous material or radiological events when it will be at the direction of the on-scene IC, or in biological/health events when it will be under the authority of the County Health Officer.
- City Fire personnel will conduct fire inspections of mass care facilities.
- Where practicable, City Fire will supply incoming mutual aid forces with portable radios using local frequencies; or ensure that their radio equipment is interoperable.

## **Emergency Action Checklist FIRE AND RESCUE**

Upon arrival at the EOC, register and check in with the EOC manager. If time and circumstances permit, request:

- Seating assignment
- Shift assignment
- EOC orientation
- Situation briefing

Initiate/maintain a log of significant events and phone/radio calls. Pass this log on to your relief with instructions to maintain it.

Periodically poll City Fire field units to determine, at a minimum:

- Nature and scope of the emergency,
- Equipment and personnel committed and their locations, and
- Anticipated equipment and personnel shortages.

Advise Logistics Personnel Unit and Supply/Procurement liaisons of City Fire Department's needs.

Update status boards and maps in the Fire Rescue Branch, and assist the Planning/Intelligence Section to update overall event status boards and maps.

Based upon severity of the situation, place City Fire personnel on standby and initiate recall.

Review the need for mutual aid. If required, prepare a request in conjunction with the Management Section.

Determine the number and location of injuries and fatalities.

Coordinate with County EMS to notify ambulance and hospitals to prepare to receive casualties.

In the event of an EARTHQUAKE, arrange for relocation of Fire Department equipment to open, safe areas.

Determine the response status of Fire Department units, station by station.

Poll field units to ascertain:

- Location of fires
- Response capability
- Location of broken gas and water mains
- Location of broken petroleum pipelines
- Status of hazardous material use and storage sites
- Status of critical facilities
- Location of collapsed buildings. Determine if buildings contain occupants.
- Location of downed bridges
- Status of major surface arteries
- Status of backup power equipment
- Fatalities and injuries

In the event of a FLOOD/DAM FAILURE, determine the boundaries of present and anticipated inundation areas. Map these areas on EOC map.

Determine if any fire stations are located in inundation areas. If so, order relocation of personnel and equipment to safe areas.

Determine the number and approximate location of those requiring evacuation.

Request Santa Clara Valley Water District to initiate monitoring of potable water supplies.

Request WPCP to initiate monitoring of sanitation facilities.

In the event of a HAZARDOUS MATERIAL INCIDENT:

- Identify substance.
- Determine quantity and extent of release. Map these areas on EOC map using EIS.
- Determine the potential for fire, environmental pollution, and toxicity to humans and animals.
- Establish perimeter control.

- Instruct all responders to use proper protective gear and clothing.
- Notify County EMS to contact hospitals regarding incoming casualties. Advise County EMS of identity of substance, if known.
- Establish and operate decontamination stations. Ensure that no contaminated patient is transported.

Make certain that the following reporting requirements are fulfilled. Coordinate with HIT to notify the following:

- Notify Santa Clara County Health Department, the designated Administering Agency.
- Notify Santa Clara County OES.
- Notify neighboring jurisdictions, or unincorporated areas that might be impacted.
- Notify State OES Warning Center.
- If applicable, notify the owner of the business, or the carrier.

In the event of a Hazardous Material Incident, determine the identity of the responsible party, as soon as possible.

In the event of a RADIOLOGICAL incident, request City Police Department to implement perimeter control.

Dispatch trained radiological monitor to the scene with instructions to report radiation levels to EOC on a periodic basis.

Request assistance from State OES, via County OES.

# Fire & Rescue Branch Coordinator

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities:**

1. Coordinate fire, disaster medical, hazardous materials, multiple casualty, terrorist attack response and search and rescue operations in the City.
2. Acquire mutual aid resources, as necessary.
3. Coordinate the acquisition of all outside material resources through the Logistics Section.
4. Complete and maintain branch status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state, and federal response, and maintain status of unassigned fire & rescue resources in the City.
5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Provide overall supervision of the Fire & Rescue Branch.

## **Action Phase:**

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Fire & Rescue Branch:
  - o Fire Operations Unit
  - o Search and Rescue Unit
  - o Disaster Medical Unit
  - o Hazmat Unit
- If the mutual aid system is activated, coordinate use of City fire resources with the Santa Clara Operational Area Fire & Rescue Mutual Aid Coordinator.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning briefing and each subsequent briefing.

**Operational Phase:**

- Ensure that Branch and Unit position logs and other files are maintained.
- Maintain current status on Fire & Rescue missions being conducted in the City.
- Provide Operations Section chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operation periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms, if available.
- Refer all contacts with the media to the Public Information Branch.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Fire & Rescue branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning briefing.
- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

# Fire Operations Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities:**

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.
2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire resources utilized during the event.
4. Provide general support to field personnel as required.
5. Supervise the Fire Operations Unit.

## **Activation Phase:**

- Follow generic Activation Phase Checklist.

## **Operational Phase:**

- Establish and maintain a position log and appropriate files.
- Establish and maintain radio or cell-phone communication with the Fire & Rescue Branch at the Field Level.
- Obtain regular status reports on the fire situation from the Dispatch Center or Fire & Rescue Branch at the Field Level.
- Assess the impact of the disaster/event on the City Fire Department's operational capability.
- Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning briefing.
- Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- If not addressed at the Incident Command Post, ensure that incident facilities are established (staging area, etc.) to coordinate incoming fire mutual aid resources.

- In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- Assist in establishing camp facilities (or the use of commercial lodging) through the Logistic Section, if not addressed at the ICP.
- Reinforce the use of proper procedures for media contacts.

**Demobilization Phase:**

- Follow generic Demobilization Phase Checklist.



# Search & Rescue Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities:**

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of Ops Chief or Field Incident Commanders.
3. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue unit.

## **Activation Phase:**

- Follow generic Activation Phase Checklist.

## **Operational Phase:**

- Establish and maintain position log and other appropriate files
- Work closely with all Operations Sections Branch Coordinators to determine the scope of search and rescue assistance required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- Mobilize and deploy available search and rescue teams to locations within the City or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.
- Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Bay Area, including organizing USAR teams.
- Coordinate with the Law Enforcement Branch to determine availability of search dog units.

- Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- Coordinate with the Disaster Medical Unit to provide on-site assistance to extricate victims requiring medical treatment.
- Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
- Ensure that each team leader develops a safety plan for each assigned mission.
- Monitor and track the progress and status of each search and rescue team.
- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP.
- Inform Fire and Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contracts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities. All media contacts are to be through the EPIO or on-scene PIO only.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## DART Water Rescue Training Summary

\*Yearly Refresher

\*\*3 Year Refresher

Training Requirements / Classes	<u>Training Level (# on Team)</u>				
	Type 2 (6)	Type 3 (4)	Type 4 (3)	FEB (2)	2nd FEB (2)
Annual Skills Proficiency Demonstration	X	X	X		
Annual Swim Demonstration	X	X			
EMS - Advanced 1st Aid & CPR	X	X	X	X	X
EMS - Emergency Medical Technician	1	1			
HazMat	X	X	X	X	X
Helicopter Operations Awareness*	X				
Helicopter/Aquatic Rescue or Equivalent*	2				
ICS	X	X	X	X	X
Power Craft Operators Training*	2			X	X
Swift Water / Flood Rescue Operational**			X		
Swift Water / Flood Rescue Technician**	X	X			
Rope Rescue Technician**	X				
Search Management	X				
Technical Animal Rescue or Equivalent	1			1	1

3<sup>-</sup> Additional Training Required

3 Current

3<sup>+</sup> Current for Training at Higher Level

H Recert / Refresher Req.

9 Scheduled

8 Unscheduled

Deployable Status:

Type 2

Type 3

Type 4

FEB

## NASA Ames Dart Water Rescue Planning Section, Resources Unit

	Each FEB	Available Storage Location	
<b>Communications</b>			
Bags, waterproof, radio	1	3	Shallow Water Trailer
Battery, spare/charger	1	7	Shallow Water Trailer
Radio, portable (waterproof)	1	7	Shallow Water Trailer
<b>Medical</b>			
Basic life support medical kit	Yes	2 x 1	Bow Bag
Emergency blankets	Yes	2 x 1	Shallow Water Trailer
<b>Personal Equipment</b>			
Aerial flares	2	2 x 3	Flare Kit
Dye markers	2	6	Shallow Water Trailer
Dry gear bags	Yes	8	Personal Gear Bag
	Wet or Dry		
Dry suit with liner	2	6	Main Water Trailer
Eye protection	2	6	Personal Gear Bag
Flashlight	2	2	On Life Jacket
Gloves-water	2	2	Personal Gear Bag
Gloves-leather	2	2	Personal Gear Bag
Handheld flares	2	2 x 3	Flare Kit
Handheld survival strobe light	2	8	Shallow Water Trailer
Headlamps, waterproof	2	8	On Helmet
Helmet, swift water	2	8	Shallow Water Trailer
Chemical light sticks	Yes	2 x 24	Bow Bag
PFD, Type III/V (USCG Approved)	2	8	Shallow Water Trailer
Rescue knives	2	8	On Life Jacket
Smoke marking device	2	6	Shallow Water Trailer
Tennis shoes or appropriate water booties	2	8	Personal Gear Bag
Whistles	2	8	On Life Jacket
<b>Team Equipment</b>			
Admin. kit / ICS-agency forms	1		Main Water Trailer
Axe / Handsaw	1	2 x 1	SWT, MWT
Body Bag	2	2 x 2	Shallow Water Trailer
Compass	1	2 x 1	Top of Center Console
Fire extinguisher	Yes	2 x 1	Aft Starboard of Deck
Food/water/sleeping - 24 hours	Yes		Shallow Water Trailer
Forcible entry tool	1	1 x 1	Bow Bag
Fuel cans, transportable	Yes	2 x 1	Flam Cabinet
GPS	2*	2 x 1	Top of Center Console
Hand held spot	1	2 x 1	Bow Bag
Jacket exposure	0 (2)	8 x 2	Personal Gear Bag
Oils, fuels	Yes	2 x 1	Aft Starboard of Deck
PFD, Type III, Victim assort. (USCG Approved)	Yes	2 x 2	Bow Bag
Pole, reaching (pike or equivalent)	1	2 x 1	SWT, MWT
Repair kits	Yes	2 x 1	Mechanic Toolbox
Storage containers, as needed	Yes		Main Water Trailer
Throw bags	2	2 x 2	Bow Bag

Throw-able flotation device (USCG Approved)	1	2 x 1	Aft Starboard of Deck
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**Inflatable Rescue Boat (IRB)**

Air, manual inflation pump	Yes	2 x 1	Aft Under Center Console
Bladder, fuel	Yes	2 x 1	Aft Port of Deck
Boat, non-powered, 4 person minimum	Yes	2 x 1	5 Meter RIB
Fuel, bladder / tank	Yes	2 x 1	18 Gallon Fuel Tank
Kit, patch / repair / maintenance	Yes	1	Mechanic Tool Kit
Lanyard, wrist, kill switch	Yes	2 x 1	Bow Bag
Motor, 30 HP (minimum), prop w/guard	Yes	2 x 1	70 HP Motor
Motor flush kit, "rabbit ears"	Yes	2	Mechanic Tool Kit
Paddles	2	2 x 2	Side of Center Console
Prop, spare	Yes	2 x 1	Rear Aft of Center Console

## NASA AMES DART WATER RESCUE PLANNING SECTION, RESOURCE UNIT

### Main Area

#### Left Side of Trailer

- 5Rowing Oars
- 29.9 HP Outboard Motors
- 3Emergency Road Triangle Reflectors
- 1Tow Hitch With 2" Ball
- 1Collapsible Stokes Litter
- 1Stokes Litter Float Kit
- 1Miller Board
- 1Boat Hook on Extensible Pole
- 1Motor Flusher
- 210' Inflatable Boats
- 2Bow Bags

#### Rear of Trailer (Top Of Cabinets)

- 4Pair of Swim Fins

#### Right Side of Trailer (Top of Cabinets)

- 870' Throwbags

#### Left Hanging Bar

- 8Swiftwater Life Jackets (4 Radios)
- 8Mechanics Coveralls

#### Right Hanging Bar

- 8Exposure Suits
- 2Dry Suit Coveralls

### PPE

#### Top Shelf

- 12Pair of Rope Gloves
- 6Pair of Kevlar Gloves
- 4Leather Gloves
- 6Sun Block
- 2Box of Dust Masks
- 1Eye Clean Solution
- 2Roll of Caution Tape

#### Middle Shelf

- 1White Petzel Helmet (With Headlamp)
- 3Red Petzel Helmet (With Headlamp)
- 3Safety Glasses
- 3Dust Wind and Rain Goggles
- 3Sunscreen
- 1Dusting Powder, Wax and Nylon

#### Bottom Shelf

- 1White Petzel Helmet (With Headlamp)
- 3Red Petzel Helmet (With Headlamp)
- 3Safety Glasses
- 3Dust Wind and Rain Goggles
- 3Sunscreen

### Command and Technical

#### Top Shelf

- 2Handheld GPS Units
- 2Laser Pointers
- 1Binoculars
- 3Radio Waterproof Bag
- 212 Volt GPS Power Cord

#### Upper Middle Shelf

- 3Waterproof Radio Bag
- 2Dual Radio Harness
- 3VHF Radio in Chest Harness (External Mike)
- 2Radio Holster (CMC)
- 7VHF AA Battery Case
- 712 Volt VHF Radio Cigarette Power Charger Adaptor

#### Lower Middle Shelf

- 2Air Horn
- 2Orienting Compass
- 6Pads of Waterproof Paper + Pens
- 2Radio Manuals
- AA Batteries

## NASA AMES DART WATER RESCUE PLANNING SECTION, RESOURCE UNIT

### 12C Size Batteries

#### Bottom Shelf

112 Volt Battery Supply System

7110 Volt VHF Radio Charger Unit

1Megaphone

### Rigging Set A

#### Top Shelf

3Hasty Team Packs

#### Middle Shelf

1Medium Canvas Edge Protection

1Fanny Pack Throwbags

1Stiffneck Set

1Fanny Pack Medical Kit

1Empty Bow Bags

#### Bottom Shelf

1Rigger's Fanny Pack

1Knot Passing Pulley

### Large Items

2Sunshower

1Sea Air Land Stokes

1600' Lifeline

1Fire Ax

1Extrication Tool

1Portable Toilet

2Rescue River Boards

18 lb Sledgehammer

### Rope Equipment A

#### Top Shelf

1200' Lifeline

1300' Lifeline

#### Bottom Shelf

1Harness Bag

### Rigging Set B

#### Top Shelf

3Hasty Team Packs

#### Middle Shelf

1Large Canvas Edge Protection

1Fanny Pack Throwbags

1Fanny Pack Medical Kit

1Empty Bow Bags

#### Bottom Shelf

1Rigger's Fanny Pack

### Rope Equipment B

#### Top Shelf

1200' Lifeline

1300' Lifeline

#### Bottom Shelf

1Harness Bag

**Lights and Marking**

## Top Shelf

- 6Dye Marker (Red)
- 806" Yellow Cyalume Lightsticks
- 1006" Red Cyalume Lightsticks
- 1106" Green Cyalume Lightsticks

## Middle Shelf

- 42Green Personal Cyalume Lightsticks
- 6Blue 18" Cyalume Lightsticks

## Bottom Shelf

- 424" Green Cyalume Lightsticks
- 2PWC Red Signal Flare Kits
- 6Orange Handheld Smoke Flares
- 8Hand Held Strobe Light
- 6Red Handheld Flares

**Patient Care**

## Top Shelf

- 1Sun Shower Enclosure
- 24Human Waste Disposal Kits

## Middle Shelf

- 6Inflatable Life Vest
- 1Pet Floatation Vest
- 1Victim Harness
- 1Anti-Bacterial Hand Wipe Set

## Bottom Shelf

- 2Body Bags

**Food and Water**

## Top Shelf

- 11Individual Meals Ready to Eat (MRE)

## Middle Shelf

- 12Energy Juice Drink

## Bottom Shelf

- 131/2 Liter Bottled Water
- 11 Liter Bottled Water
- 1Water Filtration Unit

**Repair Equipment**

## Top Shelf

- 29.25 x 8 Propellers
- 2Avon Repair Kit (Red)
- 1Silicon Grease (For Dive Knives)

## Middle Shelf

- 1Medium Size Medical Kit
- 10Ziplock Bags
- 10Trash Bags

## Bottom Shelf

- 2Hacksaw
- 1Tin Snips



# Hazmat Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities:**

1. Determine the scope of hazardous materials incident throughout the City.
2. Assist in mobilizing hazardous materials teams at the request of the Field Incident Commanders.
3. Request assistance from and/or provide hazardous materials support as required with the county auto aid and mutual aid systems.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Hazmat Unit.

## **Action Phase:**

- Follow generic Activation Phase Checklist.

## **Operational Phase:**

- Establish and maintain a position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
- Mobilize and deploy available HazMat teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the HazMat Mutual Aid System and established priorities.
- Establish radio or cell-phone communication with all deployed HazMat teams to determine the scope of support required.
- Work closely with the Fire and Rescue Branch Director to determine the status and availability of HazMat Response Teams in the Operational Area.
- Coordinate with Construction and Engineering to provide on-site assistance with HazMat operations at the request of team leaders.

- Coordinate with the Medical Liaison and County EMS to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- Coordinate with the ME/Coroner's Liaison to provide on-site assistance in managing fatalities at HazMat scenes.
- Monitor and track the progress and status of each HazMat team.
- Ensure that HazMat Team Leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for mutual aid HazMat teams through the Logistics, if not addressed at the ICP.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities. All media contacts are to be through the City PIO or field PIO only.

#### **Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## **LAW ENFORCEMENT BRANCH**

This annex addresses the policies and procedures governing the conduct of City law enforcement operations during disasters. It also includes guidance and an emergency action checklist for the Law Enforcement liaison in the City EOC.

### **OBJECTIVES**

- Mobilize, deploy, and organize City law enforcement resources for law enforcement, traffic control, and perimeter control operations.
- Support alerting and warning of the general public.
- Assist Planning/Intelligence in completing their missions by reporting damage assessment information gathered by field units.
- Plan and supervise evacuation operations, except on hazardous materials events.
- Provide security in mass care facilities, multipurpose staging areas, casualty collection points, supply storage areas, critical facilities, and evacuated areas.
- Conduct Coroner operations until such time as county authorities are able to take over this responsibility.
- Once county authorities have assumed the primary responsibility for conduct of Coroner operations, assist to the extent possible.

### **ORGANIZATION AND RESPONSIBILITIES**

The San Jose Law Enforcement coordinator will be provided by the San Jose Police Department. This individual has the following responsibilities.

- Coordinating law enforcement operations within the City.
- Coordinating law enforcement support to other citywide response and recovery operations.
- Evaluating status reports and prioritizing the commitment of law enforcement resources.
- Coordination of law enforcement mutual aid within the City.

## **POLICIES AND PROCEDURES**

- The Police Chief is responsible for the maintenance of law and order in the City and is in command of those operations.
- Patrols will be maintained in evacuated areas whenever possible.
- Full-time sworn officers may be augmented with Reserve Officers, where appropriate.
- Determine if mutual aid resources have access to interoperable radios/frequencies. Incoming mutual aid forces should be provided radios with local frequencies whenever possible, if their radio are not interoperable.
- National Guard forces committed to supporting local law enforcement operations will generally accept only broad mission-type orders, and will always remain under the command and control of the State Military Department.
- Only the Governor may request the President to assign federal troops to assist in maintaining law and order. Existing posse commitatus, regulation limits the type of duties that may be assigned to military forces.

### **Emergency Action Checklist**

## **LAW ENFORCEMENT BRANCH**

Upon arrival at the EOC, register and check in with the EOC manager. Request:

- Seating assignment
- Shift assignment
- EOC orientation
- Situation/incident briefing

Initiate/maintain a log of significant events, messages, and phone calls made and received. Pass this on to your relief with instructions to maintain it.

Poll Police Department field units and substations to determine:

- Initial observations and intelligence relative to the scope and nature of the emergency.
- Location and response capability of law enforcement resources.

Determine the number and location of uncommitted units.

Initiate request for mutual aid, if appropriate. Advise Management team that this has been accomplished.

Determine if curfew needs to be imposed. If curfew is to be imposed, review circumstances and legal powers with City Attorney, prepare instructions and curfew order, submit to the Management Section Chief for approval, and issue instructions to all law enforcement personnel, Citywide. Coordinate release of curfew order with PIO.

If mass care facilities or Disaster Application Centers have been opened, instruct field commanders to assign personnel to provide security for these facilities.

If barricades are needed to implement perimeter control, request these items from Department of Transportation through the Construction and Engineering Branch in the EOC.

Periodically advise PIO of significant events.

Provide security forces for the EOC and supply depots.

In the event of an EARTHQUAKE, assist the City Fire Department in urban search and rescue operations.

Instruct field commanders to assign officers to patrol vacated areas.

Instruct field commanders to assign officers to conduct intelligence gathering and damage assessment operations, if possible.

In the event of a FLOOD/DAM FAILURE, instruct field commanders to provide perimeter and traffic control in affected areas.

Implement public warning measures.

Provide security and anti-looting patrols for inundation/evacuation areas.

Poll field forces to determine if they are in threatened areas. Relocate personnel and equipment as necessary.

Provide security for mass care facilities or Disaster Application Centers, as appropriate.

In the event of a HAZARDOUS MATERIAL INCIDENT, implement perimeter and traffic control.

Ensure that all responders requested to assist at the warm zone/cold zone edge are issued, and utilize, proper protective gear and equipment. Coordinate with the HazMat Unit/Rescue Branch activated, or determine minimum requirements in this regard.

If evacuation is ordered by Fire IC, coordinate the issuance of the order with the Management team and the PIO, time permitting.

Provide security and anti-looting patrols from the cold zone for evacuated areas.

Provide security for mass care facilities or Disaster Application Centers, as appropriate.

In the event of a RADIOLOGICAL INCIDENT, assist City Fire to the extent possible in providing perimeter/access/traffic control.

Implement alerting and warning measures.

Assist in evacuation, if ordered.

In the event of a NUCLEAR ATTACK, assist in alerting and warning the general public.

Assist in traffic control operations, particularly in areas closest to designated fallout shelters.

Provide security for designated fallout shelters.

In the event of an EVACUATION, assist in determining the need to evacuate affected or threatened areas. If evacuation is appropriate, the Chief of Police will issue a voluntary or mandatory evacuation order after consultation with the City Manager, who must first declare a Local Emergency. The decision to issue an evacuation order must be coordinated with the Fire/Rescue Branch and the Care and Shelter Branch.

If City resources appear to be insufficient to support Care and Shelter operations, request assistance through Santa Clara County OES.

Advise PIO, Law Enforcement, Fire and Care and Shelter Branches to instruct their field forces to take measures necessary to ensure that persons with special needs, such as the elderly, people living with disabilities, and non-English speaking residents are made aware of the evacuation order. Establish assembly points, transportation modes and routes available. Coordinate with American Red Cross for general shelters and Salvation Army for special population shelters.

Advise Transportation Unit and Care and Shelter Branch to make arrangements for transportation and relocation to suitable shelters for those with special needs, such as people in wheelchairs, and people requiring specialized equipment (dialysis machines, special medications, etc).

# Law Enforcement Branch Coordinator

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities:**

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the City.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate response to Law Enforcement Mutual Aid requests from emergency response agencies received through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

## **Activation Phase:**

- Report to the EOC when requested.
- Based on the situation, activate the necessary Units within the Law Enforcement Branch:
  - o Law Enforcement Operations Unit
  - o Coroner Liaison Unit
- Contact and assist the Santa Clara Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the City of San Jose.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning briefing.

## **Operational Phase:**

- Ensure that Branch and Unit position logs and other appropriate files are maintained.
- Maintain current status on Law Enforcement missions being conducted in the City.

- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Use RIMS Forms if available).
- Refer all contacts with the media to the Public Information Officer.
- Determine need for Law Enforcement Mutual Aid.
- Determine need for Coroner's Mutual Aid.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Law Enforcement Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning briefing.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.



## **MEDICAL OPERATIONS BRANCH**

This annex describes the concepts, policies, and procedures governing the conduct of disaster medical care operations. It also includes a series of emergency action checklists.

### **OBJECTIVES**

- Minimize loss of life, disability, and suffering by ensuring timely and coordinated medical care.
- Coordinate the utilization of medical transportation and facilities and personnel within the City of San Jose in concert with County EMS.
- Coordinate the procurement, allocation, and distribution field level medical personnel medical, supplies, communications, and other related resources provided to the City of San Jose from outside the City.

### **ORGANIZATION AND RESPONSIBILITIES**

#### **Multiple Casualty Incident Plan**

Multiple Casual Incident Plan is developed and maintained by the County Emergency Medical Services Agency.

#### **Disaster Medical Coordinator**

The Santa Clara County Disaster Medical Coordinator is the County EMS Deputy Chief. This individual is responsible for:

- Coordinating the procurement and allocation of critical public and private sector medical resources required to support disaster medical operations.
- Coordinating the transportation of casualties and medical resources to health care facilities, including the establishment and operation of Casualty Collection Points.
- Coordinating the relocation of patients from damaged or untenable health care facilities.
- Maintaining liaison with the American Red Cross and volunteer agencies.

## **POLICIES AND PROCEDURES**

Overall management of countywide disaster medical operations is the responsibility of the Santa Clara County Health Department. Expedient medical care and first aid for casualties will be provided through a network of Casualty Collection Points (CCPs) and first aid stations operated by the Santa Clara County Health Department and supported by local hospitals and health care professionals.

The San José Fire Department will, to the extent possible, accomplish the tasks delineated in this annex, in the absence of county authorities.

In the event county medical resources are unable to meet the needs of disaster victims, San José Fire may request mutual aid from neighboring jurisdictions, through the Operational Area.

## **RECONNAISSANCE AND INFORMATION**

The following information items are considered essential for effective management of disaster medical operations:

- Number, by triage category, and location of casualties;
- Location and helicopter accessibility of CCPs;
- Accessibility by land route of CCPs;
- Medical resource status of affected areas within the county;
- Status of all San Jose hospitals, including where emergency room is functioning;
- Response capability of hospitals and health care professionals, countywide;
- Medical facilities that have the capability to decontaminate injured individuals that have been radiologically or chemically contaminated.

## **Emergency Action Checklist MEDICAL LIAISON**

**Lead Agency: Santa Clara County Health Department**  
**Support Agency: San José Fire Department**

Establish emergency triage and medical treatment points, using hospitals and community resources.

Prepare to administer inoculations, if warranted by threat of disease.

Provide PIO with information on locations of triage and treatment centers.

Following the evacuation of an area, establish and operate emergency medical care centers or first aid stations to serve disaster workers/essential workers in the hazard area.

Provide PIO with information on public health threats from the disaster event, e.g., radiation, contamination.

Establish and staff medical care stations at congregate care facilities, and reception centers.

In conjunction with the Evacuation liaison, reduce the patient population in hospitals, nursing homes, and other health care facilities if evacuation is necessary, and continue medical care for those who cannot be evacuated.

Identify hospitals, nursing homes, and other facilities that could be expanded into emergency treatment centers.

If additional medical personnel are required, coordinate with the Medical/EMS Unit at the Operational Area EOC.

In conjunction with the Radiological Defense Officer, determine radiation levels of exposed individuals and methods for their decontamination, treatment, and care.

Assist the Santa Clara County Coroner's Office in expansion of mortuary services.

Distribute antidotes, drugs, vaccines, etc., to shelters, contingent upon availability.

Arrange for emergency medical support and hospital care during and after an emergency.

Request via the Medical/EMS unit in the Operational Area, EOC personnel sufficient to achieve crisis augmentation of health/medical personnel, e.g., nurses' aides, paramedics, American Red Cross, nurses, and other trained volunteers. Include Disaster Medical Assistance Teams from the U. S. Public Health Service.

Consult the County Health Department to identify sources of supply to augment and/or satisfy expanded medical needs during emergency operations.

In conjunction with the Evacuation liaison, and ambulance companies, provide transportation and care of individuals from the disaster site to medical facilities.

Establish a patient tracking system.

# Disaster Medical Unit Liaison

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities:**

1. Ensure that all available Fire Department based disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Post in establishing triage teams.
3. Contact County EMS to determine the status of medical facilities within the affected area.
4. Coordinate with the County EMS to ensure the transportation of injured victims to appropriate medical facilities as required.

## **Activation Phase:**

- Follow generic Activation Phase Checklist.

## **Operational Phase:**

- Establish and maintain position logs and other necessary files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- Determine the status and availability of medical mutual aid resources in the operational area, (paramedics and ambulances) through County EMS.
- Through County EMS determine whether hospitals and other medical facilities are able to treat disaster victims.
- Through County EMS determine status and availability of specialized treatment such as burn centers.
- Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- Coordinate with the County EMS to acquire suitable transportation for injured victims as required or requested.
- Establish and maintain communications with the Operational Area EOC and determine status and availability of medical resources.

- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## **MEDICAL EXAMINER/CORONER BRANCH**

### **OBJECTIVES**

With respect to Medical Examiner/Coroner (ME/C) operations, the overall objectives of the San Jose Police Department during response and recovery operations associated with disasters are:

- Identification, care, and storage of human remains.
- Determination of the cause and manner of death.
- Collection and storage of personal property and effects of the deceased.
- Notification of next of kin.

### **ORGANIZATION AND RESPONSIBILITIES**

The Santa Clara County ME/C Office has statutory responsibility and authority for identifying dead persons and human tissue; determining and recording the cause, circumstances, and manner of death; and disposing of unclaimed and/or indigent deceased persons. In the absence of county authorities, within the city limits of San Jose, the San Jose Police Department will, to the extent possible, perform the tasks delineated in this annex.

During disaster response and recovery operations, the Santa Clara County ME/C Office will bear responsibility for:

- Coordinating countywide resources utilized for the collection, identification, and disposition of deceased persons and human tissue.
- Selecting an adequate number of qualified personnel to staff temporary morgue sites.
- Establishing collection points to facilitate recovery operations.
- Coordinating with search and rescue teams.
- Designating an adequate number of persons to perform the duties of Deputy Coroner.
- Identifying mass burial sites.
- Protecting the personal property and effects of the deceased.
- Notifying next of kin
- Establishing and maintaining a comprehensive record keeping system for continuous updating and recording of fatality numbers.

- Preparing and coordinating requests for mutual aid.

## **MUTUAL AID REGION**

The State OES Coastal Region, Coroners Mutual Aid Coordinator (designated by the California State Coroners Association) receives and responds to requests from County Coroners/Medical Examiners for mutual aid assistance from other jurisdictions and/or private sources. Should a present or anticipated emergency be of sufficient magnitude as to require the commitment of the resources of one or more counties, it is the responsibility of the Regional Coroners Mutual Aid Coordinator to organize and coordinate the dispatch of resources within the Region to the emergency area. The Regional Coroners Mutual Aid Coordinator shall advise appropriate officials at State OES of the situation. If the Region's resources are overtaxed, the Regional Coroners Mutual Aid Coordinator will request assistance from the state level.



## **Emergency Responses**

### **POLICIES AND PROCEDURES**

- **Level I**

If the ME/C's office is equipped to handle the number of dead resulting from a disaster, the normal routine of examining, performing autopsies, fingerprinting, identifying, photographing and recording personal property of the deceased will usually be followed. If the number of fatalities overtaxes the ME/C's office, then a temporary staging or collection area can be staffed by funeral directors in the area.

- **Level II**

The normal functioning of the ME/C's morgue is likely to be disrupted. To facilitate the process of carrying out normal procedures, the establishment of multiple staging areas or morgue sites may be necessary. ME/C staff, funeral directors, and volunteers may staff collection areas in districts. These personnel may handle the operation details of the ME/C's facility for their district. It will also be necessary to establish fatality collection areas for persons who die while in the hospital or enroute to treatment areas. To avoid additional trauma to surviving victims, it will be important to establish the fatality collection areas away from hospitals or treatment facilities.

- **Level III**

Due to the anticipated number of fatalities, identification of the deceased can be expected to pose a significant problem. This problem may not be immediately resolved; therefore, extended operation of storage facilities, or mass burial may be necessary.

It is imperative that bodies and possessions be tagged and labeled as to location found, as well as recording other information that will enhance identification.

It is likely that some bodies will not be identifiable prior to burial. Therefore it is essential that accurate documentation of gravesites, case numbers, and burial orders be kept. Each body should be tagged with a metal or plastic tag containing identification information.

### **Fatality Collection Areas (FCAs)**

Should fatalities exceed the response capability of the ME/C's office, the ME/C's liaison County, (or City if County unable to respond) will designate, organize, and arrange for the staffing of FCAs. The FCAs should be located as near as possible to the disaster site. The site selected for the FCA should have hot and cold running water, electricity, adequate parking, and communication links with the ME/C's office and the ME/C's liaison in the EOC. If possible the FCA should be located in area away from public view, and should have facilities to safeguard property and effects of the deceased. Once the FCAs have been established, the ME/C's liaison may elect to secure refrigerated trucks, rail cars, or Conex boxes to assist in storage and transportation of remains.

Functions to be performed at the FCAs are:

- Receive remains.
- Identify the dead, record the identification, or collect and record evidence that may lead to later identification of buried remains.
- Receive, label, and impound the property of the dead.
- Keep records of names and numbers of dead.
- Inquiry/locator services.
- File and record emergency death certificates.
- Photograph, X-ray, and chart teeth.
- Embalm bodies.
- Release bodies to mortuaries, or a transportation service for transport to burial sites.

### **Locating, Retrieving, and Tagging of Bodies**

The following policies and procedures will govern the recovery and identification process:

- Law enforcement personnel will secure the area as soon as possible.
- The following method of indicating the location of bodies at the disaster site will be used. The site will be marked off in grids and each grid is assigned a letter designation, in sequence. Bodies discovered in each grid are designated in sequence and prefixed with an alphanumeric designator.
- Body parts are identified and tagged using these numbers as the prefix, followed by the designation "P" for part. Parts will not be assigned to bodies at the scene.
- If circumstances permit, bodies and body parts should be photographed at the scene.
- Bodies should not be searched at the scene.
- Bodies will be removed from debris, tagged, put into body bags or otherwise suitably wrapped, and readied for transport to the FCA.
- Personal property will be tagged and sent with the body.

- Property and clothing not actually on a body will not be assigned to a body.

## **Mass Burial**

Mass burial may become necessary when the number of victims becomes a public health hazard and the dead **cannot be**:

- Adequately refrigerated or embalmed to prevent decomposition;
- Processed and identified;
- Released to the next of kin; and
- Transported to and/or cared for by cemeteries, mausoleums, crematoriums, etc.

The decision to begin mass burial must be made by the County Medical Examiner/Coroner and the County Health Officer, in conjunction with the State Department of Health Services.

Site selection will be governed by the nature, extent, and location of the disaster, as well as the number and location of the dead. Ideally, an existing cemetery would be the most logical location of a mass burial site. If such a site is not available, consideration should be given to the following potential mass burial sites:

- Parks and recreational areas;
- Flood control basins (dry weather only);
- Sides of freeways;
- Areas beneath high power lines;
- Rail yards and areas along rail lines; and
- Industrial or agricultural areas with large, open spaces.

Prior to internment in a mass burial site, bodies should be processed as follows:

- Checked for jewelry or other items that may permit identification.
- Postmortem information has been properly documented.
- Fingerprints have been taken.
- Mandible and maxillary have been removed and properly stored.

- If the remains are not arterially embalmed, the body has been wrapped in celu-cotton or other absorbent material.
- Embalming fluid (2 to 3 gallons cavity fluid or 10% formalin) has been poured over the remains.
- Body has been wrapped in plastic sheeting or body bag and secured to prevent leakage.
- Both the body and the body bag have been tagged.
- If possible, the body has been placed in a wooden or metal container for burial; the container has been marked with corresponding identification numbers.

The exact location of each body buried must be recorded on grid maps including dates, times, and other information necessary for exhumations.

### **Counseling Service**

An information/locator service, as well as counseling services should be set up and staffed by American Red Cross, Mental Health workers, and the clergy. The Santa Clara County American Red Cross chapter has trained disaster inquiry workers who can assist with location of survivors, and connecting the ME/C office to the relatives who have called about the deceased.

# Coroner Liaison Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities:**

1. Coordinate with the ME/Coroner to establish and oversee an interim system for managing fatalities resulting from the disaster/event.
2. Coordinate with the ME/Coroner to establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.

## **Activation Phase:**

- Follow generic Activation Phase Checklist.

## **Operational Phase:**

- Establish and maintain a position log and other appropriate files.
- Ensure that locations where fatalities are discovered are secured.
- At the direction of the ME/Coroner, ensure that temporary morgue facilities are established in accordance with guidelines established by the ME/Coroner.
- At the direction of the ME/Coroner, procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the ME/Coroner.
- Assist the ME/Coroner with identification of remains and notification of next of kin, as required.
- In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster.
- Keep the Law Enforcement Branch Coordinator informed of the Coroner's Liaison activities on a regular basis.

- Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the ME/Coroner prior to release.)**
- Ensure that all media contacts are referred to the Public Information Branch.

**Demobilization Phase:**

Follow the generic Demobilization Phase Checklist.

## **CARE AND SHELTER BRANCH**

This annex describes the organizational and operational policies and procedures required to meet the food, clothing and shelter needs of people on a mass care basis during major disasters, as well as in a nuclear attack environment. It also cites authorities and specifies the public and private organizations responsible for providing mass care services.

### **OBJECTIVES**

The overall objectives of care and shelter operations are:

- Provide food, clothing, shelter, and other basic necessities of life, on a mass care basis, to persons unable to provide for themselves as a result of a disaster.
- Provide an inquiry service to reunite separated families or respond to inquiries from relatives and friends outside the affected areas.
- Assure an orderly transition from mass care, to separate family living, to post-disaster recovery.
- Prepare for occupancy and operation of fallout shelters during a surge or mobilization period.
- Organize and manage fallout shelters in the event of a nuclear attack.

### **AMERICAN RED CROSS**

The American Red Cross (ARC) as mandated by Federal Law 36-USC-3 and reaffirmed in Public Law 93-288, provides disaster relief in peacetime.

At the state level, the Statement of Operational Relationships between the ARC and the California Office of Emergency Services, and the Memorandum of Understanding between the ARC and the California Department of Social Services establishes the operating relationships between these agencies. The major care and shelter responsibilities of the Red Cross in the emergency period are included in an agreement developed between the City of San Jose and the American Red Cross.

Emergency mass care includes providing:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

The ARC acts cooperatively with state and local government, and private sector relief organizations to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for Red Cross involvement in a State of War Emergency. However, by decision of Chapter Boards of

Directors, the Red Cross Chapter Disaster Committees in California may, if incorporated into the civil defense plans of political subdivisions, serve as a component of civil defense to assist with emergency mass care operations.

## **ORGANIZATION AND RESPONSIBILITIES**

The Department of Parks, Recreation, and Neighborhood Services is the Care and Shelter Branch Director. In this capacity, the Director, or designated alternate, will:

- Serve, along with the ARC representative, as the Care and Shelter Branch Director in the City EOC.
- Have overall responsibility for coordination of Care and Shelter operations within the City.
- Ensure that the City Council has approved a proclamation designating the ARC as the official disaster relief agency during peacetime disaster response and recovery operations.
- Encourage the interface of other private sector relief agencies in support of the ARC, especially the Collaborating Agencies Disaster Relief Effort (CADRE) organizations.
- In the event that the ARC and/or CADRE are not available to serve, the Branch Director will arrange for the opening and operation of mass care facilities until such time as the ARC, CADRE, or other non-government organizations are available to serve. ARC has no responsibility for shelters it did not open or authorize. The City will be responsible for such shelters.

### **Public Shelters**

A list of public shelters, compiled from the National Facility Survey List, as well as the American Red Cross shelter listing, is kept on file in the County Office of Emergency Services.

### **Registration and Inquiry**

During peacetime response and recovery operations, the ARC has the responsibility for conducting Registration and Inquiry operations. The ARC has trained Disaster Welfare Inquiry personnel, a system to recruit volunteer workers, and a tested program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the ARC Chapter office closest to the incident. On occasion, the ARC may designate a Headquarters for Disaster Operations. In the event fallout shelter operations are initiated, Registration and Information Coordinators in Reception and Care Centers have the responsibility for registration of shelter inhabitants.

Communications should be established between the Center and shelters, hospitals, and coroners' offices and morgues. Registration lists and location changes are sent to the Center daily, if practicable. If possible, inquiry and response information should be sent by teletypewriter exchange (TWX) or packet radio in order to provide a written record of the communications. Although every effort is made to locate all victims, it is probable that some persons whose homes may have been damaged will relocate



without registering. In light of this, the Coordinator should request the PIO to issue bulletins requesting relocatees to notify relatives of their whereabouts, as well as register at a Center.

### **Lodging Operations**

- In widespread disasters, all suitable buildings, other than those being used for other emergency functions, may be used for lodging.
- Schools are the preferred facility for lodging, as they are public facilities and can accommodate a large number of persons. Churches are also appropriate, as they are often large and frequently have feeding facilities on the premises.
- Arrangements should be made in advance with owners or managers of all likely mass care facilities.
- In large-scale disasters, commercial lodging facilities such as motels and hotels should be reserved for the infirm that require special facilities.
- The lodging list should be updated as needed, at least annually.
- When possible, most of the lodging operations will be performed by personnel normally associated with the facility. However, in large-scale disasters, the shelterees, under the supervision of the facility manager, are expected to assist with many, if not most, of the operations.
- Pets will not be allowed in lodging facilities. Whenever practical, they will be housed in temporary animal control facilities. The County Humane Society has a plan for providing support.
- Only minimal health care will be available in mass care facilities.

### **Feeding Operations**

Mass feeding operations will be the joint responsibility of the Department of Parks, Recreation, and Neighborhood Services and the American Red Cross, with the support of CADRE.

- During peacetime operations, arrangements will be made, when possible, for mobile feeding and refreshment services, as well as food delivery to persons in remote locations.
- Ordinarily, a central facility will be established for mass feeding.
- Mass feeding schedules will be published and distributed.
- Special diets will be provided, if possible, including those medically required, and those based on community food preferences based on culture or religion.

- Arrangements will be made with restaurants to augment mass feeding operations.
- Foodstuffs will be obtained from government stores prior to acquisition from the private sector.

### **Fallout Shelter Operations**

The County Emergency Services Coordinator maintains a list of designated fallout shelters located in San José, compiled from the National Facility Survey List. This list is updated as necessary, but not less than annually. In the event fallout shelter operations are implemented, available space (10 sq. ft. per person) will be allocated on a first come - first served basis. Currently, a fallout shelter deficit exists in San José. Therefore, it is anticipated that given adequate lead-time, construction of new fallout shelters, upgrading of existing shelters and homes, and use of expedient shelters will be necessary. At this time, no shelters exist in San José, adequate to protect the population against blast or thermal radiation. Therefore, those citizens in assumed high risk areas with respect to the direct, prompt effects of a nuclear weapon detonation, will be notified of the potential danger by Emergency Alert System channels, and, based upon an informed decision, may elect to spontaneously evacuate the area, or remain in place, as the case may be.

Currently, designated fallout shelters in San José are not stocked with food, water, and other essentials. In the event fallout shelter operations are implemented, City and county authorities will provide what food and water they can for shelterees. However, it is doubtful that governmental agencies will be able to provide sufficient provisions for the anticipated 14-day stay period in the fallout shelters. Therefore, shelterees will be instructed to bring water, nonperishable food items, blankets or sleeping bags, infant care items, medical needs, personal hygiene supplies and other essentials with them to the shelter.

During a crisis period, those designated shelters, which are unmarked, will be marked by public safety personnel.

Given adequate lead-time, the City Radiological Defense Officer will recruit and train additional radiological monitors and fallout shelter managers, sufficient to ensure that one each is available and assigned to a designated fallout shelter.

Communications between fallout shelters and the designated fallout shelter complex headquarters will be maintained by telephone where possible. However, it is likely that in the event of a nuclear attack, phone systems will be rendered inoperable. Therefore, communications will be maintained by whatever means necessary, with the preferred method being hand held radios, and RACES equipment and volunteers. Frequencies will be assigned by the Santa Clara County Emergency Services Coordinator.

Management of fallout shelters will be the joint responsibility of the Director, Parks, Recreation, and Neighborhood Services and the City Radiological Defense Officer.

Public fallout shelters will, to the extent possible, be kept free of contamination by requiring shelterees to decontaminate prior to entry, as well as monitoring of shelterees, particularly those that are entering for the first time, or reentering after exposure to the environment outside the shelter.

## **Emergency Action Checklist**

### **CARE AND SHELTER**

Upon arrival at EOC, register and check in with EOC manager. Request:

- Seating assignment
- EOC orientation
- Situation/incident briefing

Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain.

If you are part of the initial EOC team, determine if Care and Shelter operations need to be initiated. This can best be accomplished by coordination with the Evacuation liaison, the Operation Chief and the Management Section.

Alert American Red Cross (ARC) liaison that either:

- Operations will be initiated immediately, or
- Operations are likely to be initiated.

The ARC liaison is Director, Emergency Services, Santa Clara Valley Chapter.

Coordinate with the Planning/Intelligence Section to determine the condition of those school facilities or community facilities that may be needed as shelters. Request a windshield survey of the property, if none has been completed, before announcing a potential location.

Once general conditions on the property are determined, dispatch Department of Parks, Recreation, and Neighborhood Services staff to investigate the following attributes of each facility, at a minimum:

- Structurally sound?
- Utility services operational?
- Sanitation facilities operational and adequate?
- Does the facility have cooking, serving, and dining areas and equipment? If so, what is the capacity?
- Is the facility stocked with foodstuffs?

- In the event water service is disrupted, or it is determined that the facility's water supply is contaminated, does the facility have a stockpile of canned or bottled water?
- What is the housing capacity of the facility?
- Does the facility have a stockpile of beds, cots, and linen? If so, how many?
- Does the facility have showers? If so, what is the capacity?
- Is the facility suitable for coed housing?
- Is the facility suitable for housing the critically ill?
- If this is an attack situation, and the facility is a designated fallout shelter,
  - Does the facility contain radiological monitoring equipment? If not, coordinate delivery with the City Radiological Officer.
  - Does the shelter have an assigned manager? If not assign one.
  - Does the shelter have an assigned radiological monitor? If not, coordinate assignment of one with the City Radiological Officer.
  - Is the shelter clearly marked?
- Is outdoor space available to safely accommodate citizens who do not wish to be inside a building, especially after an earthquake?

If Care and Shelter operations are initiated, or appear to be imminent, coordinate with the evacuation liaison to determine, at a minimum:

- Boundaries of evacuation area(s).
- Number of evacuees requiring food and shelter. (It is anticipated that a portion of the evacuees will arrange for their own food and shelter).
- Number of evacuees with special needs such as the critically ill, persons with disabilities, the elderly, infirm, non-English speaking. To the extent possible, designate space within lodging shelter facilities to house these individuals.

Based upon data received by following the previous steps, allocate shelter space and assign evacuees, by area, to facilities. Coordinate allocations and assignments with the Evacuation liaison for transmission to field units. Be conscious of community psychological needs, as well as physical needs, when selecting shelter sites.

Coordinate the information flow between Care and Shelter facilities and the EOC as required. If phone service is unavailable, coordinate with RACES to place HAM operators at shelters.

Update maps and status boards as required.

Request American Red Cross to set up Disaster Welfare Inquiry services. If ARC is unable to do this, use department resources to set up this service.

Assign shelter/reception center teams. Try to place bilingual staff at centers serving monolingual non-English speaking populations. Request bilingual city staff from other departments if needed to augment resources.

If fallout shelter operations are initiated, draft a shelter-stocking plan.

## **Shelter Guidelines**

Because of the variety of disasters that could occur in San José, it is impractical to list specific shelter sites that might be used to house and feed the community. A variety of factors will be considered in selecting site-specific shelters, such as proximity to the disaster site, without being within the disaster area; adequate transportation to the facility for those in the affected area; location in relation to a hazmat event location (up-wind or cross-winds, up hill); location in relation to a flood event (high ground, stable soil).

Types of shelters are listed in priority order for use:

### **Small Scale/Limited Evacuation Event:**

- Public accommodations (hotels/motels)
- Salvation Army facilities
- Other existing temporary housing facilities
- Nearest high school neither in the disaster area, nor downwind of a hazmat event
- City-owned facilities, including parks

### **Large Scale/General Evacuation Event:**

- Nearest high school neither in the disaster area, nor downwind of a hazmat event
- Community centers, including associated outdoor areas and parks
- Public accommodations or Salvation Army facilities will be reserved for special needs groups
- People in long-term care facilities (convalescent facilities, nursing homes, group care facilities) should be transported to the alternative care giving site found in the facility's business plan

# Care and Shelter Branch Coordinator

**\*\*\*\*Read This Entire Position Checklist Before Taking Action\*\*\*\***

## **Responsibilities:**

1. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required to disaster victims within the City of San Jose.
2. Supervise the Care and Shelter Branch.
3. Coordinate with County Mental Health and NGO's to ensure that appropriate mental health services are available to disaster victims.
4. Ensure that care and shelter information for disaster victims is available in appropriate languages and through appropriate means for persons with disabilities and those with limited English reading skills. Coordinate with the PIO to obtain needed written materials.
5. Coordinate with the Community Liaison to ensure that appropriate support services are available to disaster victims at a Disaster Application Center or City Disaster Assistance Center that might be opened, with special reference to language and disability issues.

## **Activation Phase:**

- Report to the EOC when directed.

## **Operational Phase:**

- Establish and maintain a Care and Shelter Unit position log and other necessary files.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Care and Shelter Branch Operations periodically during the operation period or as requested.
- Complete and maintain the Care & Shelter Status Reports (utilizing RIMS forms if available).
- Ensure that coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.
- Ensure that coordination of all mental health services activities occurs with the County Mental Health Department, the American Red Cross, or City resources, such as the Airport Chaplains and Police Chaplains.

- Prepare objectives for the Care and Shelter Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Branch.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.



# Care and Shelter Unit Leader

<b>****Read This Entire Position Checklist Before Taking Action****</b>
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## **Responsibilities:**

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter, and other basic needs as required to disaster victims within the City.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.
4. Supervise the Care & Shelter Unit.

## **Activation Phase:**

- Establish and maintain your position log and other necessary files.
- Request an agency representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- Establish communications with other volunteer agencies to provide food, water, clothing, and other basic life sustaining needs.
- Ensure that each activated shelter meets the requirements as described under the Americans With Disability Act.
- Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- Assist the American Red Cross to activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- Complete and maintain the Care and Shelter Status Report (utilize RIMS forms if available).
- Refer all contact with the media to the Public Information Branch.

## **Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## CARE AND SHELTER EMERGENCY CONTACT NUMBERS

### HIGH SCHOOL EMERGENCY CONTACT NUMBERS

<b>HIGH SCHOOL DISTRICTS</b>	<b>EMERGENCY NUMBERS</b>	<b>CAPACITY</b>	<b>MAP GRIDS</b>
Campbell Union High School District Office (CUHSD) 371-0960 3235 Union Ave San Jose CA 95124	John Nolan, Dir. Support Services 398-5866 24hr. cell		
Eastside Union High School District Office (ESUHSD) 830 North Capitol Avenue San Jose, CA 95133 347-5000	David Sykes, Security 640-0395 24 hr. cell 347-5120 wk.		
Fremont Union High School District Office (FUHSD) 589 West Fremont Ave. San Jose CA. 522-2256	Carl Dunn, Coord. Maint. & Facil. 221-1948 24 hr. cell		
San Jose Unified School District Office (SJUSD) 855 Lenzen Ave 535-6000 San Jose CA.95126-2736	Rose Badard Carr 535-6472 wk. School Dist.Police 1 800 318-2222		

<b>HIGH SCHOOLS</b>	<b>EMERGENCY NUMBERS</b>	<b>CAPACITY</b>	<b>MAP GRIDS THOMAS GUIDE Yr. 2002</b>
Abraham Lincoln H.S. (SJUSD) 535-6300 555 Dana Ave San Jose CA. 95126	Chris Funk, Principal 314-1880 cell 24 hr.	1650	833pg, G7
Andrew P. Hill H.S. (ESUHSD) 347-4100 3200 Senter Rd. San Jose CA. 95111	Dr. Beverly Green 347-4120 (wk) 690-2146 24hr. cell	1918	854pg, J5
Boynton H.S. (CUHSD) 241-0330 901 Boyton Ave. San Jose CA 95117	Karen Wagner, Principal 391-3109 cell 24 hr.	141	853pg, C2
Branham H.S. (CUHSD) 267-1020 1570 Branham Lane San Jose CA 95118	Don Evans Supervising Cust. 425-7113 Cell till 11pm.	1440	874pg, A3
Del Mar H.S. (CUHSD) 298-0260 1224 Del Mar Ave San Jose CA 95128	Lisa Udell Principal 829-8909 24hr.cell	1276	853pg, G3
Gunderson. H.S. (SJUSD) 535-6340 622 Gaundabert Lane San Jose CA.95136	Mr. Jose Gonzalez Assist. Principal 535-6000 District Emergency Number	1500	874pg. F3

<b>HIGH SCHOOL</b>	<b>EMERGENCY NUMBERS</b>	<b>CAPACITY</b>	<b>MAP GRIDS THOMAS GUIDE Yr. 2002</b>
Independence H.S. (ESUHSD) 928-9500 1776 Educational Prk.D. San Jose. CA. 95133	Mr. John Duran Assoc. Principal 690-2147 24hr.cell	4200	834pg.F2
James Lick H.S. (ESUHSD) 347-6500 57 N. White Rd. San Jose CA 95127	Victor Maestas Vice Principal 690-2149 24hr.cell	1235	834pg, J2
Leigh H.S (CUHSD) 377-4470 5210 Leigh Ave San Jose CA. 95123	Mr.Mike Posey Dean of Students 690-2182 24 hr. cell 559-3554 Nextel	1667	873pg.G5
Leland H.S. (SJUSD) 535-6290 6677 Camden Ave San Jose CA. 95120	John Tavella Assit.Principal 690-2137 24 hr.cell	1777	894pg. G2
Lynbrook H.S. (FUHSD) 366-7700 128 Johnson Ave San Jose CA. 95129	Mr.Bill Richter Principal 832-2602 24hr. cell	1645	852pg. G4
Mt. Pleasant H.S. (ESUHSD) 937-2800 1750 South White Rd. San Jose CA. 95127	Mr. Jim Meyers Vice Principal 690-2150 24hr. cell	2080	835pg. B5

<b>HIGH SCHOOL</b>	<b>EMERGENCY NUMBERS</b>	<b>CAPACITY</b>	<b>MAP GRIDS THOMAS GUIDE 2002 Yr.</b>
Oak Grove H.S. (ESUHSD) 347-6500 285 Blossom Hill Rd. San Jose CA. 95123	Dino Certa Director 690-2151 24hr cell	2650	875pg. A4
Overfelt W.C. H.S. (ESUHSD) 347-5900 1835 Cunningham Ave San Jose CA.95122	Francis Palacios Assoc. Principal 690-2152 24hr. cell	1700	834pg. J7
Piedmont H.S. (ESUHSD) 347-3800 1377 Piedmont Rd. San Jose CA. 95132	Mr. Richard Uribe 687-0887 24hr. cell	1969	814pg. G4
Pioneer H.S. (SJUSD) 535-6310 1290 Blossom Hill Rd. San Jose CA. 95118	Ms. Marge Krengle Assist.Principal 757-3216 24hr.cell	1434	874pg. C4
Prospect H.S. (CUHSD) 253-1662 18900 Prospect Rd. Saratoga CA. 95070	Mr. Russell Warren Dean: Safety Officer 592-6783 24hr. cell	1211	852pg H5
San Jose High Academy (SJUSD) 535-6320 275 North 24 <sup>th</sup> . St. San Jose CA. 95116	Mr. Pete Macillas Assist. Principal 690-2133 24hr. cell	1100	834pg. D4

<b>HIGH SCHOOL</b>	<b>EMERGENCY NUMBERS</b>	<b>CAPACITY</b>	<b>MAP GRIDS TOMAS GUIDE Yr.2002</b>
Silver Creek H.S. (ESUHS) 347-5600 3434 Silver Creek Rd San Jose, CA 95121	Mr. Schroeder Assoc. Principal 551-2096 24/hr. cell	2900	855 pg. B4
Santa Teresa H.S. (ESUHS) 347-6200 6150 Snell Rd. San Jose CA. 95119	Mr.Gaston Vice Principal 489-0229 24hr.cell	2120	874pg. J6
Westmont H.S. (CUHSD) 378-1500 4805 Westmont Ave San Jose CA. 95008	Mr. Mike DiGrazia Assist. Principal 690-2184 Nextel 24hr. 267-0609 ext.6111 wk	1665	873pg. A1
Willow Glen H.S. (SJUSD) 535-6330 2001 Cottle Ave San Jose CA. 95125	Mr. Brigg Assist. Principal 690-2134 24hr.cell	1255	854pg. A5
Yerba Buena H.S. (ESUHSD) 347-4700 1855 Lucretia Ave. San Jose CA.95122	Dr. Sandra Calloway Vice Principal 690-2156 24hr cell	1697	854pg. G1

## **CONSTRUCTION AND ENGINEERING BRANCH**

This annex provides guidance for the conduct of disaster response and recovery operations by San José.

### **OBJECTIVES**

- Conduct emergency repair/restoration of roadways, bridges, overpasses, and tunnels.
- Conduct emergency debris clearance and roadway recovery operations.
- Support damage assessment teams.
- Conduct flood fight operations.
- Assist City Fire in conducting urban search and rescue operations.
- Ensure potable water supply during an emergency.
- Restore utilities to critical and essential facilities.
- Provide sanitation services during an emergency.
- Inspect, designate, and, when essential for life safety, demolish hazardous structures.
- Protect the water supply and sewage system from the effects of hazardous material incidents, in conjunction with system owners.
- Drain flooded areas.
- Determine the safety of emergency operations facilities, public shelters, reception and care centers, and evacuation routes in a post-disaster environment.
- Assist in crisis upgrading of existing fallout shelters to at least a PF of 40.
- Assist in construction of new fallout shelters.
- Assist in preparation and dissemination of emergency public information relative to upgrading of homes to provide fallout protection, construction of home shelters, and expedient shelters.

## **ORGANIZATION AND RESPONSIBILITIES**

The San José Construction and Engineering Branch Director is the Director of Public Works. Generally, this person is responsible for coordination and allocation of resources required for debris clearance, roadway recovery, fallout shelter construction and upgrade, and urban search and rescue operations, citywide.

Support elements are depicted in the Matrix of Responsibility (Annex A). Additional support may be obtained from the following:

- Associated General Contractors (AGC) of America and the Engineering and Grading Contractors Association (EGCA) are available to any legally constituted authority conducting emergency response and recovery operations.
- The Structural Engineers Association of California (SEAOC) has a large number of volunteers who may be made available to support governmental efforts directed toward damage assessment and determining the serviceability of damaged buildings. Through the Association, other types of engineers (civil, mechanical, electrical, safety) may be obtained.
- The Concrete Sawing and Drilling Association of California may provide assistance in heavy rescue operations.

## **POLICIES AND PROCEDURES**

### **Post-Event Inspection of Facilities and Structures**

Inspections to determine serviceability will be conducted in accordance with the Damage Assessment Plan for Volunteer Engineers, and the Damage Assessment Plan for California Building Officials (published and issued by State OES).

### **Debris Clearance**

No provisions exist for reimbursing individuals or private organizations for the costs of emergency debris clearance from private property.

Eligibility criteria and administrative procedures relative to the application for federal grants to assist in defraying costs incurred in performing emergency debris clearance are outlined in Section 3 (Recovery/Rehabilitation) of the California Emergency Plan, and in the State Disaster Assistance Procedural Manual (published and issued by State OES).

### **Roadway Recovery**

Field staff of governmental agencies will survey damage to roadways and report their findings to their respective headquarters.

Priority will be given to:



- Assessment of damage to roadways and access/egress requirements.
- Identification, establishment, and operation of alternate routes.
- Reestablishment of service on critical surface arteries.

## **CONSTRUCTION AND ENGINEERING BRANCH**

### **Emergency Action Checklist**

Upon arrival at the EOC, register and check in with the EOC coordinator. Request:

- Seating assignment
- Shift assignment
- EOC orientation
- Situation/incident briefing

Initiate/maintain a log of significant event, messages, and phone calls. Pass this log on to your relief with instructions to maintain it.

Poll field units to determine structural adequacy of public buildings, roads, and bridges.

Establish detour routes.

Arrange for traffic signal operations. Repair as required.

Assist Utility liaison in status assessment and restoration of vital services.

Assist Evacuation liaison in coordination of evacuation operations, particularly route selection and marking, and debris removal.

If power to the EOC is lost, arrange for backup.

Responsible departments will maintain resource lists for the types of equipment they might need.

# Construction/Engineering Branch Coordinator

\*\*\*\*Read This Entire Position Checklist Before Taking Action\*\*\*\*

## Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the City.
4. Assist other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

## Activation Phase:

- Report to the EOC as directed.
- Based on the situation, activate the necessary units within the Construction/Engineering Branch:
  - o Public Facility Damage Assessment Unit
  - o Public Health Unit
  - o Transportation Unit
  - o Utilities Unit
- Contact and assist the Santa Clara Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning briefing.

## Operational Phase:

- Ensure that branch and unit position logs and other necessary files are maintained.
- Maintain current status on all construction/engineering activities being conducted in the City.
- Ensure that damage and safety assessments are being carried out for public facilities.

- Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- Determine and document the status of transportation routes into and within affected areas.
- Coordinate debris removal services as required.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Officer.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Construction/Engineering Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning briefing.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

#### **Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

# Public Damage Assessment Unit Leader

**\*\*\*\*Read This Entire Position Checklist Before Taking Action\*\*\*\***

## **Responsibilities:**

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section for publicly owned buildings.
2. If the disaster is winter storms, flood, or earthquake related, ensure that inspection teams have been dispatched by the Santa Clara Valley Water District to assess the condition of dams and flood control channels.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Inspect all public structures and/or facilities.
6. Supervise the Public Damage Assessment Unit.

## **Activation Phase:**

- Establish and maintain a position log and other necessary files.
- Obtain additional public damage assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and other Operations Sections branches as necessary.
- Prepare detailed damage/safety assessment information, including estimate of value of public losses, and provide to the Planning/Intelligence Section, Damage Assessment Unit.
- Clearly label each structure and/or facility inspected in accordance with ATC-20/SAP Standards.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Officer.

## **Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## **PUBLIC HEALTH**

**Lead Agency: Santa Clara County Health Department**

**Support Agency: Environmental Services**

This annex provides guidance for the conduct of Public Health operations during disasters.

### **OBJECTIVES**

- Provide preventive public health services
- Provide food handling and mass feeding sanitation service in mass care facilities.
- Provide inspection and advisory services related to sanitation matters.
- Coordinate the citywide public health related activities of public and private sector agencies during disasters.

### **ORGANIZATION AND RESPONSIBILITIES**

#### **County Public Health Coordinator**

The Santa Clara County Public Health Coordinator is the Health Officer. During disasters, this individual's responsibilities include:

- Coordination of countywide preventive public health measures, including the control of communicable diseases.
- Inspection of damaged buildings to detect potential public health hazards.
- Detection and identification of sources of contamination.
- Inspection of food and water.
- Food handling and mass feeding in mass-care facilities.
- Vector control is provided by County Environmental Health.

In the event that county authorities are unable to respond, the Director of Environmental Services will, to the extent possible, discharge the responsibilities articulated in this Annex, until such time as relieved by proper county, state, or federal authority.

## **MAJOR PUBLIC HEALTH CONSIDERATIONS**

### **Water Supply**

Providing no restrictions have been placed on the water supply, it is estimated that a minimum of 100 liters of water, per day, per person will be required.

Possible sources of water are municipal systems, private systems of agriculture and industry, springs and wells, and canal systems. Should these systems be unable to meet the minimum demand for water, rationing may have to be initiated.

If potable water is not available, it may be necessary to treat and disinfect non-potable water.

Periodically, the Health Department will conduct tests of water supplies to determine potability.

### **Waste Disposal**

To accommodate the increased population in reception areas, human waste disposal units may have to be constructed. City personnel will supervise and inspect the construction of these units. To the extent possible, privately owned chemical toilets will be used and safe disposal of their contents provided. The public will be informed on proper methods of human waste disposal. Special attention will be given to rapid provision of portable sanitation to parks and fields being used as shelters.

### **Solid Waste Disposal**

It is anticipated that most solid waste will accrue at mass care facilities, with organic wastes being of particular concern to public health officials. Therefore, it is recommended that organic and inorganic waste should be collected and stored separately. Organic wastes will require heavier, washable, watertight containers, with tight fitting lids. When deciding on types of containers and methods of collection, the following should be considered:

- Four containers will be needed for each 100 people at mass feeding facilities.
- Containers should always be stored outside buildings.
- Plastic bags may be used for storage, but only for short periods of time.
- Garbage collection from mass feeding facilities should be accomplished daily, if possible.

The following types of disposal are recommended:

1. Sanitary landfill. Preferred option.
2. Burial. Next best option. Public will be advised to separate organic wastes from other wastes. Non-organic waste may be stored in plastic bags for disposal later. Organic waste should be

buried and covered with at least twelve inches of compacted soil. Note: it may be necessary to use dry, non-garbage waste as a source of heat.

3. Incineration. Hospitals and first aid stations will generate medical wastes, which should be incinerated on-site or buried temporarily for later legal disposal at a landfill.

## **MASS FEEDING SERVICES**

Some aspects of the food delivery system will need supervision to prevent the spread of disease and the spoilage or waste of food. Some of the most important are:

- Quality control of incoming foods in order to detect spoilage or contamination.
- Quality control of water supplied to food preparation centers.
- Provision for proper storage and cooking of food.
- Provision for proper disposal of solid and liquid waste.
- Provision for proper washing and sanitizing of utensils.
- Supervision of food preparation and serving.
- Supervision of cleaning of all food handling and serving areas.
- Control of insects and rodents in food stores, kitchens, and eating areas.
- Management of personnel, including training, health checks, and assignment to sanitary facilities.

It is anticipated that mass-feeding facilities will be filled to capacity, and additional facilities may be required to serve the population in need. Maintaining cleanliness and sanitation standards will be of utmost importance. All sections should be kept clean and disinfected and only potable water should be used in the feeding centers. In addition to this, three separate basins (one for personal use, one for the cleansing of cooking utensils and dishes, and one for the washing of fruits and vegetables) should be set up. All sinks should be provided with detergents, access to boiling water, and organic waste containers where grease and food scraps can be deposited. Dishes should be immersed in boiling water for five minutes, if possible, or treated with a suitable germicidal chemical in the final rinse.

Food handlers must practice good personal hygiene and be free of boils, sores, and communicable diseases. To ensure compliance with this policy, medical examinations should be required of all food handlers. Prior to reporting to the mass feeding facility to begin work, the new food handlers should attend a brief training session that stresses personal hygiene and emphasizes hand washing and wearing of special garments for food service and preparation.



If refrigeration at the mass feeding facility is inadequate, perishables will have to be delivered daily. Raw vegetables and soft-skinned fruit should not be served at mass feeding facilities, unless their wholesomeness can be assured.

## **Emergency Action Checklist**

### **PUBLIC HEALTH LIAISON**

After reporting to the EOC, check in and register with the EOC Coordinator and request:

- Seating assignment
- Shift assignment
- EOC orientation
- Incident/situation briefing

Initiate/maintain a log of significant events, messages, and phone calls. Pass this along to your relief with instructions to maintain the log.

As soon as possible, request a detailed situation briefing from the Situation Analysis section. Information thus obtained will influence the conduct of Public Health operations throughout the emergency. Therefore, pay particular attention to:

- Status of sewer systems, wastewater treatment plants, and potable water supplies countywide.
- Activation of any mass care or mass-feeding facilities.

Assign selected individuals to conduct reconnaissance missions citywide. Instruct them to note, map, and report unusual concentrations of vectors, contaminated wells, malfunctioning wastewater treatment facilities, dead animals, etc.

If potable water supply is not adequate to meet demand, coordinate the location, delivery, and distribution of potable water with the Management Section and the Supply/Procurement Unit in the EOC. If mutual aid is needed, contact County EOC.

Examine the need to impose water rationing. If water rationing is deemed appropriate:

- Determine rationing quotas
- Determine distribution points

Coordinate the issuance of rationing orders and emergency public information relative to rationing, with the Management Section and the PIO.

If significant portions of the City sewage and waste treatment facilities are damaged, or otherwise rendered inoperable, coordinate the location, acquisition, delivery, and setting of portable toilets. This should be accomplished in conjunction with the Management Section, PIO, and the Public Health, Supply/Procurement, and Transportation Units.

# Public Health Unit Leader

**\*\*\*\*Read This Entire Position Checklist Before Taking Action\*\*\*\***

## **Responsibilities:**

1. Assess the status and availability of potable water within the City.
2. Assess the status of the sanitation system within the City.
3. Coordinate with County Health Department to ensure that they are inspecting and assessing emergency supplies such as foodstuffs and other consumables for purity and utility.
4. Assess the need for vector control plan for the affected disaster area(s) within the City.
5. Supervise the Public Health Unit.

## **Activation Phase:**

- Follow generic Activation Phase Checklist.

## **Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Coordinate with the Utility Unit Leader to determine current status of water and sanitation systems.
- If systems are damaged, request assistance from Santa Clara County Health Department or Environmental Health Department to assess drinking water quality and potential health risk from ruptured sewer/sanitation systems.
- Develop a distribution system for drinking water throughout the City as required.
- Contact and coordinate with the Logistics Section to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuff, drugs, and other consumables for purity and utility coordinate with the County Health Department for inspection of community supplies.
- Determine the need for vector control and coordinate with Santa Clara County Environmental Health for Vector Control services as required.

- Inform the Care & Shelter Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.
- Refer all contacts with the media to the Public Information Officer.

**Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

## UTILITIES UNIT

This annex provides guidance for the Utility Unit in the EOC.

The overall responsibilities of Public Works, with respect to the Utilities coordination function during an emergency are:

- Coordinate the restoration and continued operation of water, wastewater, gas, electric, telephone, cell phone and cable television utilities.
- Coordinate any redirection of services required by the event.

The public utility system in San Jose is comprised of the following elements:

WATER	Owned, operated, and maintained by Department of Public Works/Municipal Water District, Great Oaks Water Company, and San Jose Water Company. The water system consists of the following components:
Muni Water	Twelve tanks above ground Fourteen wells
Great Oaks	Three tanks above ground Thirteen wells
San Jose	Sixty one tanks above ground Two reservoirs 146 wells
WASTEWATER TREATMENT PLANT	Water Pollution Control Plant owned, operated, and maintained by the City. Located on the northern boundary of the City. Uses chlorine and sulphur dioxide stored in rail cars; complies with the Toxic Gas Ordinance. Capacity of the plant is 120 MGD.
SANITARY SEWERS	Map of the system is maintained in the Design and Construction Division, Public Works Department.
STORM DRAINS	Map of the system is maintained in the Design and Construction Division, Public Works Department.

During disaster response and recovery operations, the Public Works Director, or designated alternate, will act as City liaison with Pacific Gas and Electric Company, Pacific Bell, and AT&T Broadband, as well as the utilities listed above.

## **Emergency Action Checklist**

### **UTILITIES UNIT**

Upon arrival at the EOC, register and check in with the EOC Manager. Request:

- Seating assignment
- Shift assignment
- EOC orientation
- Situation/incident briefing

Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.

Poll other EOC liaisons and utility companies to determine:

- Status of gas, electric, water, waste water, cable television, and telephone and cell phone service;
- Location of damaged gas and water mains, waste water lines, and downed power lines; and
- Anticipated time of restoration of service.

#### **Advise PIO of utility status.**

Check on back-up power supply for the EOC. If inoperative, consult General Services for a list of source, location, and availability of portable generators.

Check the status of critical facilities. These facilities should be given priority in restoration of utility service.

Check the status of sanitation facilities.

# Utilities Unit Leader

**\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\***

## **Responsibilities:**

1. Assess the status of utilities, provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the City EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

## **Activation Phase:**

- Report to the EOC as directed.

## **Operational Phase:**

- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the utility providers for the City.
- Determine the extent of damage to utility systems in the City.
- Ensure that agency representatives from affected utilities are available to respond to the City EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Public Health Branch Coordinator and Recovery Section Unit informed of any damage to storm drain, sewer and sanitation systems, as well as possible water contamination problems.
- Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
- Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Branch.

## **Demobilization Phase:**

- Follow the generic Demobilization Phase Checklist.

# Communication Branch Coordinator

\*\*\*\* Read This Entire Position Checklist Before Taking Action \*\*\*\*

## Communications Branch Responsibilities:

1. Create the EOC log on the Communications computer, using the projector to show the log on the large screen. Log significant events from the CAD, reported within the EOC, or as requested.
2. Access CAD information regarding calls for service for police, fire and on the municipal channel. Print out the CAD for the Action period; highlight the calls that are related to the disaster with blue highlighter, and Code 3 calls unrelated to the disaster in yellow. Analyze the calls for services and provide the Operations Chief with an analysis to present as part of his Action Planning report.
3. Assist the Operations Chief and Branch Directors with accessing information on the deployment of field forces in support of the disaster.
4. Assist in the creation and distribution of the Incident Action Plan in coordination with the Planning/Intelligence Section Chief. Provide Situation Status data from the EOC Log.
5. Assist in obtaining staff for the Help Line, if activated.

## Activation Phase:

1. Follow generic Activation Phase Checklist.
2. Check in with the Operations Section Chief and obtain your priorities and specific assignment, including the need for additional communications support staff.
3. Contact the EOC sections or branches, and advise them of your availability to log their significant events, resource deployments and critical information.

## Operational Phase:

1. Assist the Operations Section Chief in preparing for the Action Planning briefings by providing the most recent CAD summaries and critical information from the EOC log.
2. Assist the Planning/Intelligence Section Chief with the development of the Incident Action Plan document, using log data.
3. Provide communications information to other Section Chiefs and Branch Directors, as needed.



4. Maintain logs and files associated with your position.

**Demobilization Phase:**

1. Follow generic Demobilization Phase Checklist.
2. Save the log on the desktop and to a floppy disk. Make one hard copy of the complete log. Give the floppy and the printout to the EOC Director.
3. Ensure that the work area is clean, the computer turned off, and all equipment is returned to its drawer or box.